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## Section 2: Software

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Good Luck !

## 2.1 Software: the basics

A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to                         .
  - a. boot itself
  - b. boot up
  - c. get booted
2. Windows XP, Macintosh OSX and Linux are                         .
  - a. operating systems
  - b. operating tools
  - c. operators
3. On my computer, I have a picture of my cat as the                         .
  - a. desktop background
  - b. desktop picture
  - c. desktop scene
4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or                         .
  - a. applicators
  - b. appliers
  - c. applications
5. To open Microsoft Word, click on the                         .
  - a. picture
  - b. symbol
  - c. icon
6. I keep all my digital photos in a                          called "Photos".
  - a. folder
  - b. packet
  - c. box
7. Is it possible to open Microsoft Excel                          in Word?
  - a. texts
  - b. files
  - c. pages
8. In Microsoft Word, to start typing a new letter, open a new                         .
  - a. document
  - b. page
  - c. paper
9. When you                          a document, it's sent to the recycle bin.
  - a. destroy
  - b. erase
  - c. delete
10. Deleted documents stay in the recycle bin until you                          it.
  - a. wash
  - b. empty
  - c. clean
11. In Windows, the icon is just a                          to the application. If you delete the icon, the application will still be on your computer.
  - a. connector
  - b. shortcut
  - c. link
12. If the computer crashes, you can try pressing the                          button.
  - a. restart
  - b. recommence
  - c. replay
13. When I've finished using my computer, I always                         .
  - a. close it down
  - b. shut it down
  - c. shut it off
14. If I leave my computer on without using it, after a while it goes into                          mode.
  - a. stand down
  - b. waiting
  - c. standby

B. Insert the missing words.

close  
drag and drop  
find  
free up  
installed  
launch  
password  
renamed  
running  
save  
search  
start-menu  
uninstalling  
user  
window

1. I couldn't open the document you emailed me. I don't have Microsoft Word **installed** on my computer.

2. Click on that icon to **Launch** Internet Explorer.

3. I **renamed** an important document, and now I can't find it.

4. If your computer is **running** several applications at the same time, it's more likely to crash. It's better to **CLOSE** the applications you're not using.

5. You can **access** all the applications on your computer from the **Start menu**.

يمكنك عرض مسند اذن وورد على شاشة المعرض في نفس الوقت من خلال فتح نافذة جديدة

6. You can view two Word documents on the screen at the same time. You just open a new **window**.

7. It's easy to move **files** into a folder. You can just **drag and drop**.

لقد طلبت من الكمبيوتر البحث عن ملفات "English" في الأسم ولكن لم يجدها.

8. I asked the computer to **Search** for files with "English" in the name, but it didn't **Find** any.

9. This is a shared computer. Each **User** has their own **password**.

يمكنك إخراج مساحة في القرص الصلب وذلك بإلغاء تثبيت البرنامج الذي لم تعد تستخدمه.

10. You can **free up** space on your hard drive by **uninstalling** applications you never use.

11. If you **save** your photos as JPEGs instead of TIFFs, you'll use a lot less memory.

إنما يطلب منك إدخال الصور المفتوحة كـ JPEG، حيث أن تصدير الصور إلى TIFF يأخذ مساحة كبيرة.

For reference see A & C Black Dictionary of Computing (978 07475 6622 9).

## 2.2 Using software: useful words

Match the words on the left with the words on the right.

### Set 1

- |                         |                          |
|-------------------------|--------------------------|
| 1. arrange the          | a. a Microsoft Word file |
| 2. cut and paste        | b. a new window          |
| 3. install              | c. photo. It's too big.  |
| 4. open the document in | d. an application        |
| 5. resize the           | e. some text             |
| 6. save it as           | f. icons on the desktop  |

### Set 2

- |                   |                             |
|-------------------|-----------------------------|
| 1. copy the       | a. for a lost file          |
| 2. customize your | b. a program                |
| 3. launch         | c. "search" function        |
| 4. search         | d. text into a new document |
| 5. send the file  | e. to a different folder    |
| 6. use the        | f. desktop                  |

### Set 3

- |                            |                    |
|----------------------------|--------------------|
| 1. accidentally deleted an | a. menu            |
| 2. exit                    | b. important file  |
| 3. click on that button    | c. an application  |
| 4. pull down a             | d. as a web page   |
| 5. replace the existing    | e. on the task bar |
| 6. view                    | f. file            |

### Set 4

- |                  |                        |
|------------------|------------------------|
| 1. close down an | a. after a session     |
| 2. log off       | b. all folders         |
| 3. look in       | c. application         |
| 4. put the file  | d. hard drive          |
| 5. run a         | e. on a USB memory key |
| 6. wipe the      | f. program             |

## 2.3 The control panel

اللائحة التحكم

Write the words into the spaces.

adding	2	background	6	customising	15	devices
default	15	digital	4	displayed	5	files
format	4	image	9	performance	12	hardware
properties	13	screen saver	10	setting up	3	internet
tasks	14	wallpaper	8	wireless	11	systems

The control panel provides options for <sup>1</sup> customising the appearance of your computer screen, <sup>2</sup> adding or removing programs and <sup>3</sup> Setting up network connections.

ابرز

When you get a new computer, perhaps the first thing you will want to do is set the date and time. You can also choose the <sup>4</sup> Format for dates and times. For example, November 4th 2007 can be <sup>5</sup> displayed as 04-11-2007, 2007-11-04 or in various other formats.

You may wish to change the desktop <sup>6</sup> background to a picture, for example a personal photo taken on a <sup>7</sup> digital camera. A picture on the desktop background is also known as <sup>8</sup> wallpaper.

If a computer screen shows the same <sup>9</sup> image for a very long time, it can leave a permanent impression. To avoid this, you can choose a <sup>10</sup> Screen saver. This is usually a simple moving pattern which activates if the computer is not used for a set amount of time (for example, five minutes).

You can also use the control panel to set up or change internet and other network connections, including <sup>11</sup> wireless network connections.

In fact, you can change most aspects of your computer's <sup>12</sup> performance through the control panel, such as the system <sup>13</sup> properties, modem settings, scheduled <sup>14</sup> tasks, although most users prefer to leave on the <sup>15</sup> default settings rather than changing them.